

**THE TULALIP TRIBES  
JOB DESCRIPTION**

**Job Title:** Inspector I  
**Position No:** TTT-021-07  
**Tribal Department:** Tribal Gaming Agency  
**Employee Classification:** Non-Exempt

**Note:** Applicants must meet minimum qualifications in order to be considered competitive. MINIMUM qualifications are identified herein: Applications are reviewed to ensure that the minimum qualifications are presented as stated in this job announcement.

**EDUCATION:** (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

☐ High School Diploma or GED equivalent required.

**SKILLS:**

- ☐ Computer literate to include Microsoft Word and Excel.
- ☐ Good oral/written communication skills.
- ☐ Good reading comprehension (read, understand and interpret documents) **(test required)**
- ☐ Computerized typing test **(35 wpm without errors required)**
- ☐ Ability to use ten-key calculator **(test required)**
- ☐ Basic Math Skills **(test required)**
- ☐ Ability to maintain a high level of concentration
- ☐ Assertiveness
- ☐ Strong Organizational Skills.

**EXPERIENCE:**

- ☐ Minimum of two (2) years experience working with the public.
- ☐ Minimum of two (2) years experience using customer relations skills.
- ☐ Minimum of two (2) years performing general office duties. (typing, filing, phones, etc.)
- ☐ Two (2) years in a regulatory environment *preferred*

**OTHER REQUIREMENTS:**

- ☐ Must be 21 years of age or older
- ☐ Must have a valid Washington or State Drivers License
- ☐ Must possess and maintain personal automobile insurance.
- ☐ Use of personal vehicle required.
- ☐ Must never have been convicted of a felony crime.
- ☐ Must not have been convicted of any misdemeanor within two years prior to appointment.
- ☐ Must pass a complete Tribal/Federal background investigation prior to commencing employment.
- ☐ No negative/derogatory findings or pending criminal charges.
- ☐ Must attend all gaming related/law enforcement training required to improve skills/knowledge.
- ☐ Must be able to work in a culturally diverse environment.
- ☐ Must be available to work any shift (day, swing, grave), weekends and/or holidays.
- ☐ Successful employment history with the Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Sound physical condition, with sufficient strength to perform the duties required **(an Agility Test and Physical Exam is required)**
- ☐ Finger and manual dexterity for operation of computer, office equipment and routine paperwork.
- ☐ Tolerance to smoke filled environment.
- ☐ Stamina to sit, stand and/or walk for extended periods of time.
- ☐ Mobility to bend and stoop frequently.
- ☐ Mobility to climb stairs on a frequent basis.
- ☐ Ability to work in a confined areas for extended periods of time.

**Job Summary:** Provides oversight control in the count room during the count process. Has the responsibility for the on-site regulation, control and security of the gaming operation as authorized by the Tribal/State Compact, Tribal Ordinances and IGRA.

**Employee Reports To:** Chief Accountant

**Extent of Job Authority:** Responsible for carrying out the powers and duties in accordance with Tribal Ordinances, Tribal Gaming Regulations, and National Indian Gaming Regulations. Ensures the Tribal Gaming Operations complies with the Indian Gaming Regulatory Act, National Indian Gaming Commission Regulations, Tribal-State Compact, Tribal Gaming Regulations and other gaming related laws and Tribal Ordinances. Responsible for adhering to the regulations and Agency procedures and policies, any and all directive received from Agency supervisory staff, initiating and completion of checklist auditing, control and security of count room including investigations and reporting responsibilities. Ensures that the integrity of the count is maintained in accordance to the regulations and that there is an agreed upon balance in accordance to count room procedures.

**Specific Duties Performed:**

1. To observe the opening, counting, and recording of the contents of drop boxes.
2. Prohibits unauthorized persons from entering the count room until the entire counting, recording and verifications process is completed.
3. To ensure that a count team member shall notify surveillance that the count is about to begin.
4. To ensure that the Count Team members and a security officer visually verifies the contents of the double lock key box, upon entrance into the count room at the beginning and completion of the Count process for the day.
5. Advise Agency supervisor when an Agency and Security supervisor-controlled key must be exchanged.
6. To visually inspect the inside of the drop box and ensure that the contents are emptied and verbally acknowledge such to the surveillance observers.
7. To ensure that, of the three member count team, one member sorts the money and counts it out, a second member double counts the amounts and denominations and confirms the first count, and the third member shall compare for agreement the serial numbers and totals of the amounts recorded thereon to the fills, credits, and station inventory slips removed from the drop boxes; and observe that the Master Game Report is signed by all participating team members of the Count Team along with the Signature of the Inspector.
8. To observe and ensure that before any monies and/or gaming cheques is removed from the count room that the vault cashier or cage supervisor and the count team have recounted the monies and/or gaming cheques and that they are all in agreement of the total amounts of cash and/or gaming cheques counted.
9. Ensure that the Soft Count supervisor maintains a sufficient supply of Emergency boxes (Poker, RPOS, and CET). Request that the Count Team remove any boxes in need or repair, or replacement, from the Count room for the appropriate maintenance technicians to pick up.
10. Enters information from the Master Games Report into the Agency Database.
11. Records any and all reported unusual occurrences within the gaming facilities in daily log entries, or by verbal and/or written correspondence to the Agency supervisor.
12. Provides supervisor with completed reports for noted violations of Internal Controls, the Tribal Gaming Regulations, Ordinance 55, Tribal/State Compact, and IGRA. In addition, provides Agency supervisor daily and/or assigned checklists.
13. Prepares reports as to exceptions noted during observations and reviews, after report completion provides said report to the Agency supervisor.
14. Responsible for the handling, storing and safekeeping of Count records, documents, and casino assets.
15. Assists with monitoring gaming operations to ensure compliance with the Tribal-State Compact.
16. Assists with monitoring, investigating, enforcing, and protecting patrons and casino assets as directed.
17. Assists in detaining persons who may be involved in illegal acts for the purpose of notifying the law enforcement authorities.
18. Reviews policies and procedures for growth and efficiency, and provides recommendations to the Inspector IV for review and comment.
19. Establishes, maintains, and enforces department policies and procedures.
20. Provides assurance that all sanctions are in accordance to the Regulations, Ordinance 55, Tribal/State Compact, and IGRA.
21. Ensures protection of Tribal Gaming Operation employees, visitors, and patrons when present on any of the Tribal Gaming Operations properties.
22. Contributes to team effort by accomplishing related results.
23. Represents the Agency in Tribal Gaming Court as authorized.
24. Promotes harmonious relationships between team members and Agency staff members.
25. Promotes positive work environment.
26. Must comply with terms outlined in confidentiality agreement.
27. All other duties as deemed necessary by Agency Director or designee.

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**Terms of employment:** This position requires 40 hours per week or 2080 hours per year.

**Pay Range:** \$14.72-\$ 17.03 Per Hour

**Opening Date:** January 26, 2007

**Closing Date:** February 9, 2007

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.**